Opening a Civil Case

Civil cases can be opened using the System and the filing fee paid with a credit card.
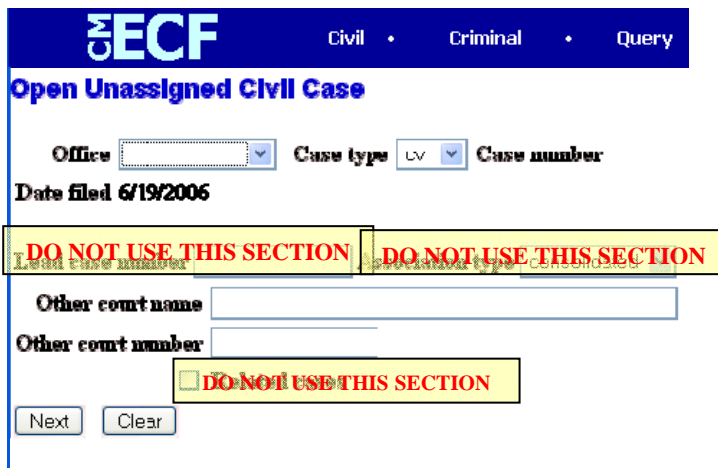After successfully logging into ECF, follow the steps below to open a new civil case.

1. Select **Civil** from the blue menu bar at
the top of the ECF screen. The Civil
Event window opens displaying all of the
categories from which you may choose for
your filing. Click **Civil Case**.

2. Fill out the screen as directed in the table
below:

Office:	Select the place of trial requested in the complaint.
Case Type:	Use **cv**
Lead case number:	Leave blank
Association type:	Leave unchanged
Other Court name:	If this case relates to another federal court case in Nebraska enter **USDC-NE.** If you are filing a Notice of Removal enter the other court name.
Other Court number:	If this case relates to another federal court case in Nebraska, or you are filing a notice of removal, enter the case number of the related case.
Related cases:	Leave blank

3. Fill in the Civil Cover Sheet information as directed by the table below.

> **Note:** You do NOT need to file a copy of the civil cover sheet.

Jurisdiction:	See civil cover sheet instructions.
Cause of action:	See civil cover sheet instructions.
Nature of suit:	See civil cover sheet instructions.
Origin:	See civil cover sheet instructions.
Citizenship of plaintiff:	Only used for diversity cases.
Citizenship of defendant:	Only used for diversity cases.
Jury demand:	Select the party demanding a jury.
Class action:	Do not use. Leave as "n." If the class action is approved the court will modify this information.
Demand ($$$):	Leave blank.
Arbitration Code:	Leave blank.
County:	Select the county of residence of the plaintiff, unless the plaintiff is the USA, then choose the county of residence of the defendant.
Fee status:	
Fee date:	Leave as current date.
Date transfer:	Leave blank.

Fee status sub-table:

IF you are…	THEN…
a government agency	select **wv (waived)**
filing in forma pauperis	select **fp(in forma pauperis)**
all other filings	select **pd (paid)**

4. Add parties to the case. Follow the steps in **Appendix A** to complete the necessary information for each party added to the case. When finished adding all parties and attorneys, click **[End Party Selection].**

CM ECF

Open Unassigned Civil Case

Search for a party

Last/Business name Coyote

[Search] [Clear]

5. Your case has been opened and the case number assigned. **But you are not done yet!** Make a note of the case number, then click **[Docket Lead Event?]** to upload the necessary case opening document(s) and pay the filing fee.

CM ECF   Civil

Open Unassigned Civil Case

Case Number 06-135 has been opened.

Docket Lead Event?